

REPORTS INVENTORY

OL/SD/ ☐ SCB-1 STAT

PREPARE IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120052-7

1. TITLE OF REPORT (if a fill-in report include form No.)

Certification of Destruction

2. TYPE OF REPORT ☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-MADE LISTING

3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL	TRAINING	ADMIN. GENERAL OTHER (specify)
		LOGISTICS	SECURITY	
		MEDICAL	FINANCE	
4. NO. OF COPIES PREPARED	4	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) 2

7. FORMAT (memorandum, form, computer print-out, etc.) Form	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT DDS/SSS/RAB Records Control Schedule #34-56-F
	<input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO	IF YES GIVE ADP PROCESSING NO.	
10. PREPARING COMPONENT (include lowest level contributing information to report) Stock Control Branch		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
5	3.25	1/4	=	.81	12	=	9.72
13	8.06	1/12	=	.67	12	=	8.04
(4 hrs)							

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is feeder report to determine the statistics of destroyed documentation.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			STAT
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY 28 Sept 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, Stock Control	18. EXTENSION STAT
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